



Kinooaadziwin Education Body

SPECIAL EDUCATION RESOURCE DEVELOPER

Temporary Contract (*until August 31, 2022*)

Summary

The Special Education Resource Developer reports to the Multi-Year Action Plan Manager for the Kinooaadziwin Education Body (KEB) and is responsible for resource development related to Special Education. The Special Education Resource Developer will engage with communities, conduct research, collect relevant content, and create Special Education resources that support Anishinabek parents and families. The Special Education Resource Developer will work closely with the Regional Education Council Coordinators, the Special Education Coordinator, the Curriculum Development Coordinator, KEB communications staff, Anishinabek Education System (AES) communities, and other program partners.

Duties and Responsibilities

- Create a comprehensive workplan to address the deliverables of the Special Education Resource Development Project
- Develop and facilitate engagement sessions to collect input regarding the needs of AES parents and communities related to content for Special Education Resources
- Conduct research and compile relevant content that responds to the input collected and addresses the identified informational needs of AES parents and communities, as they relate to Special Education processes within the education system
- Collaborate with the Special Education Coordinator and other staff, on matters related to the Special Education Resource Development Project
- Develop a series of informational resources for Anishinabek parents
- Create accurate, concise, and readable content that addresses the information needs of Anishinabek parents
- Create a product which will include individual modules of content
- Revise and edit resource documents to ensure polished products and work with the KEB communications staff to finalize products for sharing
- Prepare a biweekly update on the Special Education Resource Development Project as required for the Director of Education

As required by the KEB Director of Education and the Multi-Year Action Plan Manager, the Special Education Resource Developer will perform other duties.

Requirements

This position requires an individual with the following knowledge, skills, and personal characteristics:

- Post-secondary degree.
- Special Education qualifications and related experience.
- Strong knowledge of Anishinabek communities and Anishinabek education.

- Familiarity with Anishinabek health and well-being.
- Excellent written and verbal communications skills.
- Excellent organizational skills.
- Experience in research and evaluation.
- Computer literacy (Word, PowerPoint, Excel, etc.).
- Strong interpersonal skills.
- Dependability and reliability.
- Creativity and innovation.

Other Details

This is a temporary contract for services until August 31, 2022.

The successful candidate for this contract is intended to work remotely, from a home-office location.

Interviews for this position will take place on Wednesday, February 3, 2022, between 1:00 pm – 4:00 pm.

Salary

To commensurate with experience and education, in accordance with KEB policies.

Closing Date: February 2, 2022, at 12:00 pm

Please submit your cover letter, resume and three references to:

Andrea Crawford, Senior Operations Manager
Kinooaadziwin Education Body
Suite 100 - 132 Osprey Miikan
North Bay, Ontario P1B 8G5
705-542-6332
andrea.crawford@a-e-s.ca

Preference will be given to members of the Participating First Nations or those of Indigenous Ancestry.